

February 29, 2016

SUBJECT: The Rhode Island Lottery submits this bid request for **Keno Plus LED Illuminated Back-lit Signs**. Please forward sealed bids to:

Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Gerald S. Aubin, Director
Bid 16-02A
P.O. #8477

**FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS OF THIS SEALED BID
MAY RESULT IN DISQUALIFICATION**

QUANTITY: 250

SIZE: 12" x 22" x 4", backlit

DESCRIPTION: Vacuum formed virgin ABS plastic outer casing with one straight Cool White 15w bulb LEDs

Acrylic-DR face panel suitable for screen print artwork
4 color process silk screening

2 hooks on outer sides and 2 hooks on corners for wall hanging;
chain kit; on/off switch, and 11' cord

SAMPLE: Artwork to be provided by the RI Lottery
Pre-production sample is **REQUIRED**

OTHER: Please **include** all set-up fees and shipping and handling charges

PROOF: **Artwork Proof and Pre-Production Sample to be approved** by the Rhode Island Lottery

FOB: Rhode Island Lottery, 1425 Pontiac Avenue, Cranston, RI 02920

DELIVERY: **ESTIMATED DELIVERY TIME IS REQUIRED WITH BID PROPOSAL**

QUESTIONS: Please contact Sandi Conroy or Dan Sarro at 401-463-6500

BIDS DUE: **MARCH 15, 2016 BY 11:00 AM**

NOTE: **BIDS WILL NOT BE ACCEPTED WITHOUT RETURN LABEL ON ENVELOPE**

INTERNET VENDORS: **VENDORS WHO USE THE INTERNET TO DOWNLOAD INFORMATION MUST INCLUDE THE BID NUMBER ON THE ENVELOPE, SUBMITTED IN HARD COPY, BY BID DEADLINE – DO NOT FAX**

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for any overage.

The Rhode Island Lottery reserves the right not to award a Bid based solely on cost, but may award a Bid based on a combination of quality of product, services, and experience of the vendor.

All proposals are submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any costs or expenses incurred by a vendor in submitting a response.

All vendors must include, with their bid, confirmation that they have registered as a State vendor on the State Purchasing website – www.purchasing.ri.gov

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a Bid contract.

Before the Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within **3-4 weeks** of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.

Prior to the final award of a bid a successful out-of-state vendor(s) providing **services** will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the RI Secretary of State's website – www.sos.ri.gov and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Foreign corporations, LLC's and LLP's are required to register and be in good standing with their home state's Secretary of State. In addition, if travel to and services are to be provided in Rhode Island, they must register with the Rhode Island Secretary of State.

Prior to the final award of a bid a successful vendor must complete and return a W-9 form which will be supplied by the Rhode Island Lottery.

Government/Non-Profits are required to register and be in good standing with their home state's Secretary of State.

RI corporations, LLC's, LLP's and non-profits are required to register and be in good standing with the RI Secretary of State.

CHECKLIST

- _____ Please include pricing for a **RUSH** delivery
- ___X___ Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges.
- ___X___ Estimated delivery time is required with bid proposal
- ___X___ Delivery **REQUIRED** **4-6 weeks** after final pre-production sample approval.
- _____ Please provide a Sample **WITH** your sealed Bid proposal.
- _____ Upon Bid Award, sample **REQUIRED**
- ___X___ **Pre-production Sample and Artwork Proof** to be approved by the Rhode Island Lottery
- _____ Please specify, if the RI Lottery chooses to accept bid, percentage of overage/underage
- _____ Bulk packaged
- _____ The Rhode Island Lottery will exercise the right to receive the stock on an as needed basis
- _____ Insurance Certificate must be submitted with Bid proposal.
- _____ Please include three (3) references with names, addresses and telephone numbers.
- ___X___ Include confirmation that vendor has registered as a State vendor at www.purchasing.ri.gov
- ___X___ Successful out-of-state vendor **MUST** file a Certificate of Authority at www.sos.ri.gov and provide confirmation

See attached photos



